UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

GUEST ACCOMMODATIONS

GUEST ACCOMMODATIONS RESERVATION FORM 2015- LONG TERM STAY

Last Name **First Name** *(To be completed by organization designate or individual person accepting responsibility for the use of UNBC Housing Premises)*	**Arrival Date:** Time:
Organization/Company Name	**Departure Date:** Time:
Address City Province	Conference or Event Name:
Postal Code Email	
Work Phone # Cell Phone #	

On-Site Designate:

Same as Above ☐ **or** Last Name First name Cell Phone #

PURPOSE OF YOUR STAY

Visiting UNBC ☐	**Working in the Area** ☐	**Visiting Prince George** ☐	**Attending an Event** ☐	**Other (please specify):**

RESERVATION INFORMATION

FULL SERVICE Includes: wifi access, access to common lounge, parking, bedding, towels, kitchenware and small appliances **limited quantity available** **$1095.00/month**

Four Bedroom Suite: #_____ suites x _____months= 0_____

(bedding and towels are not exchanged. Guests may use coin operated laundry facilities on site.)

COMFORT SERVICE Includes: wifi access, access to common lounge and parking. **$855.00/month**

Four Bedroom Suite: #_____ suites x _____months= 0_____

(guests may use coin operated laundry facilities on site, bring your own kitchen supplies, bedding and towels)

Two Bedroom Suite: #_____ suites x _____months= 0_____ **limited quantity available**

(guests may use coin operated laundry facilities on site, bring your own kitchen supplies, bedding and towels)

Damage Deposit $425.00/suite

All Prices Subject to Applicable Taxes: Goods and Services Tax (GST 5%), Municipal Hotel Tax (2%), Provincial Sales Tax (PST 8%)**
**(Not applicable for stays longer than one month)*

Contact Conference and Events Services Office for more details.

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OCCUPANCY

Rates are based on two or four bedroom suite rentals ONLY. Super single beds provided.

How many guests will be staying in your suites? ☐

Does your group include youth (under the age of 19)? If so, please complete the following information:

Number of youth vs. chaperon ratio:_____

Cell Phone # for chaperons:_____

Please note, this information will be provided to UNBC Security Services.

UNBC Housing Parking

Parking passes are valid for the UNBC Housing Parking Lot ONLY. UNBC Parking Regulations are applicable.

One Parking Passes is included with each room rental. Ask your event coordinator for more details.

MAKE: MODEL: COLOR: LICENSE PLATE:

# of additional vehicles requested:_____ ☐ No parking required

Payment Information

PAYMENTS: For Long Term stays of 30 days or more, full payment of the first month's fees and damage deposit are due on the first day of the rental period. The rental fees for each sequent month will be due on the first day of each month for the duration of the rental period. Cash, MasterCard, Visa, and Interac is accepted at the UNBC Conference and Events Services office. Sorry, personal cheques are not accepted.

Credit card information collected below will be used to hold the reservation and charges will be applied one the first day of the rental period and each sequent month.

A booking confirmation outlining applicable charges and taxes will be sent with a rental agreement to confirm the reservation.

☐ Visa	☐ MasterCard	☐ Corporate Cheque *Payable to UNBC Conference Services*	☐ Cash/Interac *Payable in person to Conference Events Services Office (7-304)*

Credit Card Number		Expiry Date	
Cardholder Name			
Cardholder Signature		Date Signed	

UNBC DEPARTMENTS ONLY

Department Name	Authorizing Person	Ext.
Amount to Charge:	FUND	ORG	ACCOUNT

CANCELLATIONS: Cancellations must be received, in writing, by the UNBC Conference and Events Services office at least 72 hours prior to the check-in date. Cancellations received with less than 72 hours prior to the check-in date, will be charged the amount equivalent to the first day's charges.

CONFERENCES AND GROUPS: Room blocks will be held until 30 DAYS PRIOR to the conference/event start date. Reservations received after that date will be subject to availability.

DAMAGE DEPOSITS: UNBC Conference and Events Services reserves the right to charge a damage deposit. A site inspection of the assigned suite(s) with the designated guest(s) will be conducted upon check-in and check-out with UNBC Guest Accommodations Staff. The guest(s) may waive the right to a check-out inspection.

CONSTRUCTION AND MAINTENANCE: There are on-going maintenance, renovation, and construction projects taking place in and around the residences. The work typically takes place during regular business hours, but may also begin earlier or extend into evenings and weekends. Construction and renovation projects will take place during the months of May-June-July-August. The University will take measures to ensure that prudent construction practices are followed, but there may be noise, dust, and temporary interruption of some services. There will be no compensation or reduction to fees due to disruption and/or relocation.

OFFICE USE ONLY

Date Received: _____ *Confirmation Sent:*

Reservation #: _____ *Staff Initials:* _____